

Elementary-Middle School Lunch Program Information 2019-2020

- Hot lunches will be offered 5 days per week for \$3.50 per meal. Please note that our school lunches are not guaranteed to be gluten-free, nut-free, etc.
- We will continue to offer pizza each Friday, and have a rotating menu of hot lunch choices Monday through Thursday. Lunches will begin on Monday, September 9th.
- You will be notified by email when the following month's menu is available and all lunch orders for that month must be placed through your Parentsweb account in FACTS-SIS within the time frame given in that monthly email.
- Payment for lunches must be made when the lunch orders are placed on FACTS-SIS using a credit card or echeck.
- If you have ordered a school lunch for your child and they are either sick or will not be at school for lunch on that day, please call the office by 9:00 am and instruct us to cancel your child's lunch on that day. This includes if your child is absent or leaving early. We need to hear from you by 9:00 am with the instruction to cancel the lunch in order to give you a replacement lunch in the following month.
- If you do contact us and we cancel a lunch order, you will receive a "replacement lunch" the following month. You will need to arrange this through the office.
- We will continue to stock the frozen "Forgot my Lunch" meals that will be available for any student who has forgotten to pack a lunch. A \$2.00 charge for each of these lunches will need to be paid at the end of each month.
- Instructions for ordering are included below.
- Please call the school office (886-0937) or email or grace@gcswarriors.org if you have any questions as you work through the process.

Lunch Ordering Instructions

1. From gcswarriors.org, click the "**Parentsweb**" link (blue box) on homepage and log in.
2. Select "**Student Information**" on the left side of the screen.
3. Select "**Lunch**".
4. To view lunch menu, select **Format: Calendar** and **Time Frame: Month**
5. Select current month. You can print the calendar for the month from this screen.
6. Click the orange button "+ **Create Web Order**" at the top left of the screen.
7. Select lunch choices for your children.
8. Press Enter after last item and view grand total at the bottom of the screen.
9. Click on "**Order Items**".
10. The next screen will ask you to provide payment information. You may use a credit card or an echeck.
11. Click "**Submit**" and then "**Pay.**" You will receive a confirmation email that the orders were placed and the payment was successful. If you do not receive this email, your order was not fully submitted and/or paid for.
12. After your order is placed and paid for, please check the lunch calendar - the items you ordered should show up in blue font. If not, then the order was not fully submitted.

Red = items ordered and not yet paid through web payment

Blue = items ordered and paid through web payment